

# Holybourne Village Hall - General Risk Assessment

What are the hazards?	Who could be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by date?	Completed
Slips, trips and falls	All users, staff, volunteers and visitors may suffer sprains or fractures if they trip over trailing cables or rubbish or slip on spillages.	Reasonable housekeeping standards maintained.		All		
		Cabinet doors and drawers kept closed when not in use.		All		
		Trailing cable from electrical appliances managed.		All		
		Floors and doors cleaned on a regular, weekly basis.		Cleaner		
		Entrance is well-lit.		Trustees		
		Housekeeping is monitored on weekdays by a Trustee.		Trustees		
		All hirers take responsibility of maintaining standards for the duration of hire.		Hirers		
		Step into lobby may cause trips. A white edge has been painted on the edge of this step, and it is signed.		Trustees		
		Ensure deliveries/parcels are stored safely away from public areas.		All		
Manual Handling Deliveries: Cleaning materials, Stationery, etc.	All staff and volunteers could suffer back pain if carrying heavy/bulky objects, especially in awkward spaces, e.g. storage cupboards.	High shelves are only used for the storage of light items.		All		
		Large deliveries to be unpacked and items moved separately rather than in one load.				
Fire: Sources of Ignition	All users of the hall could suffer injury, possibly serious.	A "No Smoking" policy as per the UK Heath Act 2006 is in place for all users.	Conditions of Hire 7.	Trustees		
		Restrict smoking to outdoor areas.		Trustees		
		Ensure all smoking materials are disposed of by hall users before leaving the building.		Hirers		
		All heaters are fixed convectors.		Trustees		
		The use of portable heaters is prohibited.	Conditions of Hire 36.	Trustees		
		Ensure all electrical equipment is regularly inspected and maintained in accordance with manufacturers' instructions (PAT Testing).	Biennial PAT testing and certification.	Trustees	Biennially, in January	17/01/2026 Next due: 17/01/2028
		Ensure light fittings and all permanent electrical installations are inspected and maintained.	Quinquennial electrical installation inspections.	Trustees	Quinquennially in May	05/05/2021 Next due: 05/05/2026
		Radiator grilles - ensure no hot surfaces are covered or ventilation obstructed	Guards in place on radiators to prevent contact burns.	Trustees		
		Naked flames, candles, barbecues - candles are restricted to birthday cake candles.	Tea lights and barbecues are prohibited. Condition of Hire 28.	Trustees, Hirers		
		A no flares, fireworks, pyrotechnics and bonfires policy exists and is specified within the conditions of hire.	Condition of Hire 28.	Trustees, Hirers		
Fire: Sources of Fuel	All users of the hall could suffer injury, possibly serious.	Flammable liquids and products, e.g. cleaning products, matches are all stored in lockable, dry, safe areas, not in proximity to combustible materials or sources of ignition. Restrict use of flammable liquids, avoid where possible. Matches are kept in closed drawer away from combustible materials and sources of ignition.	All such items must be stored in the COSHH cupboard in the tables and chairs store.	Hirers, Trustees, Cleaners, Holybourne Village Pre-School		
		Displays and stands, including Christmas decorations – ensure none are placed near heat sources.		Hirers		
		Plastics, rubber, polystyrene – ensure all items of these materials are stored safely and not in proximity to heat sources.		Hirers, Trustees, Cleaners, Holybourne Village Pre-School		
		Furnishings, curtains and flags – ensure all textiles are hung or stored away from heat sources.		All		
		Packaging material, litter, waste products, stationery, paper waste, filed papers – ensure all items are stored safely, tidily and away from sources of heat, empty kitchen bin regularly, keep waste paper separate from other waste.		All		
		Nearby vegetation – hedging, flower beds – keep hedge trimmed regularly, keep flower beds small and tidy.	Trustee working parties address exterior issues.	Trustees		
		Vehicles parked near building – ensure maximum of 3 cars parked on site, away from building and doorways.		Hirers		
		Unanticipated sources of fuel, e.g. deliveries in boxes – ensure deliveries are removed quickly and placed away from sources of heat.		All		
		Fire: Sources of Oxygen	All users of the hall could suffer injury, possibly serious.	Open windows and doors in building – ensure all windows and doors are shut before leaving premises.		Hirers, Trustees
APPENDIX 1: PEOPLE AT PARTICULAR RISK	People alone in the site.					
	People unfamiliar with the site.					
	People with a disability.					
	People unable to leave the site quickly, e.g. children, the elderly, etc.					
	People with sensory impairment due to drugs, alcohol or medication.					
APPENDIX 2: SPECIFIC RISKS TO PEOPLE	Quickly evacuating up to 60 people.	All exits are kept clear.	Conditions of Hire Clause 36.	All		
	Fire and Smoke.	Fire procedures displayed by the door into main hall.		Trustees		
		Smoke detector installed in entrance lobby.		Tested weekly.	Trustees	
		Heat detector installed in the kitchen.		Tested weekly.	Trustees	
		Instructions on use displayed by every fire appliance.		Trustees		
		Emergency exit operates on a quick-release "panic bar".		Tested weekly.	Trustees	
		Emergency exit lighting installed.		Tested monthly.	Trustees	
Fire Bell located in kitchen.		Trustees				